

| CITY OF GREEN BAY DEPARTMENT OF PARKS, RECREATION & FORESTRY STANDARD OPERATING GUIDELINES (SOG) | |
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| Title: Uniform Allowance | Guideline Number: PRF SOG 2 |
| Effective Date: January 20, 2014 | Revision Date: |

This SOG applies to positions specifically addressed in this guideline.

Bay Area Positions:

- Building Custodians and Building Maintenance Workers. The City will annually pay each employee \$150 in the last payroll in January for the purchase of approved leather work shoes or safety shoes. The allowance will be appropriately prorated for a new employee. Employee's shoes will meet the criteria listed below.

Parks and Forestry Maintenance:

- Maintenance Specialist IIs (Mechanics) will be allowed a tool allowance of \$300 per year.
- The Master Plumber, the MSIII Carpenter, Maintenance Specialist II (except Painter and Mechanics), and Maintenance Specialist I will be allowed a tool allowance of \$210 per year.
- The Department will use a Voucher System to reimburse employees for purchase of new tools or offer to purchase tools approved by their Supervisor to be selected by the employee and purchased and paid for by the City.
- Five (5) changes of coveralls per week will be provided for Maintenance Specialist IIs (Mechanics) and one Painter and laundered by the City.
- The City will annually pay each employee \$250 in the last payroll in January for the purchase of approved leather work shoes or safety shoes, to reimburse for resoling or repair of existing shoes, for the purchase of approved work gloves, and for the purchase of work clothing. The allowance will be appropriately prorated for a new employee. Employee's shoes will meet the criteria listed below:

Criteria for Work Shoes:

- The shoes must be six inches (6") or taller to provide ankle support.
- The shoes must have a leather upper.
- The shoes must be laced.
- The shoes must have a durable rubber (or equivalent) sole.
- When safety shoes are required, the shoes must be stamped or labeled as meeting the criteria outlined in ANSI and/or ASTM criteria.

All Employees:

- Safety Glasses: Where required by the City, employees will be provided with one (1) pair of safety glasses per year including prescription glasses. (This does not include the cost of the examination. Glasses will be in “regular frames” i.e., W.O.S.) City will replace or repair required safety glasses broken or damaged on the job. Other employees can participate at their own expense.

Approval:

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| Department Head | Date |
| /s/ Dawne Cramer | January 31, 2014 |
| Human Resources Director | Date |
| /s/ Lynn M. Boland | January 31, 2014 |

This guideline is a supplement to the Parks, Recreation, and Forestry Department and City of Green Bay policies and procedures. The City reserves the right to change, revise, or delete this guideline with advance notice to the affected employees. This guideline is not subject to the grievance procedure.